



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 032 - 2010

OPEN TO: **All Qualified Candidates**

POSITION: **Voucher Examiner, FSN-7; FP-7**
(Salary approx. Tk. 38,000 per month)
OR;

Depending on qualifications and experience incumbent may be hired at a lower trainee grade level below:

Trainee Voucher Examiner, FSN-6; FP-8
(Salary approx. Tk. 33,000 per month)

OPENING DATE: **April 27, 2010**

CLOSING DATE: **May 10, 2010**

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Voucher Examiner** for its Financial Management Office (FMO).



BASIC FUNCTION: The incumbent is responsible for examining and processing a variety of complex non-cashier and cashier vouchers. S/he is responsible for examining the adequacy of data and their accompanying supporting document(s) and ensures final certification without assistance but subject to spot-check verification by the supervisor. S/he prepares Journal Vouchers and SF-1080 for vouchers originating within State and other agencies. S/he helps the Class-B Cashier to clear out processed transactions from WINACS system (accounting software). S/he scans vouchers approved and certified by the Certifying Officer (Financial Management Officer) and the Assistant Certifying Officer (Financial Specialist) and files them electronically.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Examines a variety of complex non-cashier and cashier vouchers including petty cash reimbursements, replenishments, travel advances, travel reimbursement claims, collection of funds and bank deposits.
- ✚ Ensures adequacy of data with their accompanying documents.
- ✚ Enables proper voucher processing and ensures final certification without the assistance, but subject to spot-check by the supervisor.
- ✚ Generates Voucher Detailed Report for supervisor's signature.
- ✚ Maintains cashier files and records of approved vouchers.
- ✚ Prepares Journal Vouchers and SF-1080 for vouchers.
- ✚ Helps Class-B Cashier to clear out processed transactions from WINACS system.
- ✚ Maintains records of Grants and examines and processes payments against the grants.
- ✚ Keeps records of all invoices received in FMO, gets approval from appropriate agency and keeps record of payments against Blanket Purchase Agreements (BPAs).
- ✚ S/he is responsible for downloading & checking the Voucher Cancellation Report.
- ✚ Scans vouchers, approved and certified by the Certifying Officer (FMO) and the Assistant Certifying Officer (Financial Specialist), and files them electronically.



Processes conveyance vouchers for State employees.



Serves as a back-up to the Voucher Examiner responsible for processing utility, telephone, travel agent, Local Guard Program (LGP), travel card and purchase card vouchers

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a Bachelor's degree in any discipline is required. *(You must attach a copy of your bachelor degree certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) spoken and written English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years general clerical experience including data input is required.
- 4. Knowledge:** Good working knowledge in computer data input, record keeping and file maintenance is required.
- 5. Skills and Abilities:** Comprehensive knowledge of computer programs and systems (MS Word, EXCEL, Outlook etc.) including various codes related data input, processes and procedures required. Must be able to perform duties efficiently and accurately in a high pressure environment. Should be able to draft basic memoranda and correspondence.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.



4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" forms either **By Hand** with **No Envelope** at the south barrier **or FAX at 9887825**. [Blank application forms are available at the south barrier of the U.S. Embassy \(near the Vatican Embassy\) and at our website at: dhaka.usembassy.gov](#). A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

[All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.](#)

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member who is permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, In-laws or step-relatives) will not be employed at the same time in the same Agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.



Cleared by:

HRO: X
FMO: X
MGT: X